

Sanitized - Approved For Release :  
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Report for Week Ending 23 January 1958  
from  
RECORDS DISPOSITION BRANCH

1. Assignments - Active 25X1A9a

a. Project 6-40 - OCR [REDACTED]

Records Officer is disseminating the Records Control Schedules to OCR components for implementation. ✓

b. Project 6-95 Office of Personnel [REDACTED] 25X1A9a

No change from previous report. 25X1A9a ✓

25X1A8a c. Project 8-18 OOR [REDACTED] [REDACTED]

The Records Control Schedule has been reviewed by the Division and returned with minor changes. Schedule will be retyped and returned to the Division for approval and signature.

d. Project 8-20 ORR [REDACTED]

25X1A9a ✓

Project is almost complete except for retirement of permanent inactive records from the office of Ch/E.

e. Project 8-48 Medical Staff [REDACTED]

25X1A9a ✓

Draft of recommendation for shelf filing installation is being prepared.

f. Project 8-49 Subject Files - Personnel [REDACTED]

✓ 25X1A9a

Installation of subject numeric file in Office of the Chief, Position Evaluation Division is 95% complete. Transferred 2 cu. ft. of pre-1957 records to inactive storage area outside immediate office of C/PED. 25X1A9a ✓

25X1A8a g. [REDACTED]

[REDACTED]  
submitted to the chief's concerned for signature and approval.

h. Review of Subject Files Installations.

Continued follow-up on previous installations.(5) of subject-numeric files in OP to assist in establishment of new files for 1958 and cutoff of 1957 files.

New 1958 folders installed in Office of Chief Personnel Procurement Division [REDACTED].

Project is being initiated for establishing subject-numeric file system in the Geographic Area of ORR. This project will include a minimum of 19 installations and is scheduled to begin 27 January 1958 [REDACTED]

25X1A9a

i. Comptroller, Machine Records Division [REDACTED]

Map Library/ORR [REDACTED] 25X1A9a

No Change. 25X1A9a

25X1A8a j. Project 8-55 00 [REDACTED] [REDACTED]

25X1A9a A meeting was held with Mrs. [REDACTED] regarding storage of [REDACTED] Files and possible utilization of shelf filing. Literature concerning various types of this equipment was presented to Mrs. [REDACTED] who displayed considerable interest in the study of shelf filing for her area. A floor plan and statistics will be developed for that Branch. 25X1A8a 25X1A8a

2. Assignments - Inactive 25X1A9a

25X1A8a [REDACTED] [REDACTED]

3. Vital Materials

Microfilming of Vital Materials in Logistics Office was completed this week.

Filming of Vital Materials in ORR/Geographic Division will be completed this week.

25X1A9a [REDACTED]

[REDACTED] accompanied last weeks trip to the Repository for the purpose of working on the ORR/ Map file.

A request was received from the Area Records Officer for the Office of the Comptroller for 100 copies of Form 829, Vital Material Deposit Schedule.

4. News 25X1A6a

25X1A9a a. [REDACTED] new Chief of Registry, [REDACTED], was briefed on records management phases he will be concerned with.

25X1A9a b. Audit of the DD/S Schedule is planned for next week. Schedule will be revised to include the transfer of Regulations Control Staff to the DD/S Area.

c. Mr. [REDACTED] attended American Society for Personnel Administration's one-day conference on "What's Ahead in International Operations" held at Hotel Willard on 17 January 1958.

25X1A9a [REDACTED]